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ing the conference for lack of accommodations at reasonable prices.

The rooming bureau will be prepared to assign members to their hotels at any time. Information concerning assignments to specific rooms cannot be furnished until nearer the date of the conference. The bureau stands ready to make reservations on request; but members who prefer to communicate directly with the management of hotels should mention the fact that reservations are made for the A. L. A. meeting. All members who make reservations direct or who expect to stop with Washington friends or who secure accommodation otherwise than through the rooming bureau are requested to notify the bureau of their plans, so that full advance information may be had at local headquarters of proposed attendance.

In advance of the conference a list of good restaurants of varying grades of expense, will be prepared for the information of members in attendance.

The local committee of arrangements, with the co-operation of the District of Columbia Library Association will furnish in advance or at the time of the conference information concerning cab fares, baggage express rates, street car fares (6 tickets for 25 cents), sight seeing automobiles, excursions to Mount Vernon, Great Falls, Annapolis, etc. In addition to a handbook of the libraries of the District to be published by the Library of Congress for the District of Columbia Library Association, a compact map and guide will be furnished to all members in attendance.

A few members have written asking for information concerning the best guide to Washington. As such inquiries are probably typical it seems desirable to state that the best available guide is Reynold's Standard Guide. This regularly sells at 25 cents in paper with 8 cents additional for postage. A special rate has been secured so that it is possible for the rooming bureau to mail copies to members for 25 cents including postage. Please send cash or stamps with order.

Inquiries concerning local arrangements,

including rooms, should be addressed to George F. Bowerman, Chairman, or Miss Grace E. Babbitt, Secretary, The Public Library, Washington, D. C.

EXHIBIT OF LABOR-SAVING DEVICES

One feature of the Washington conference entirely new to A. L. A. conventions will be an exhibit and demonstration of labor-saving devices adapted to library use. The exhibit will be held on the second floor of the Public Library. Arrangements are being made by the undersigned, under the direction of the A. L. A. Committee on Library Administration. The exhibit will include as many different kinds of devices as possible, from manifolding machines and vacuum cleaners to staple fasteners and other desk appliances. The needs and resources of the very small libraries as well as of the largest will be kept in mind. Librarians can help make this exhibit a success by sending word to the undersigned as soon as possible of any machines or devices which they know to be good or which they would like to have opportunity to inspect.

Efforts will also be made to exhibit as much as possible of special library equipment not strictly in the class of mechanical labor-saving devices. It seems desirable to show as wide a display as possible of such equipment as book dummies, book supports for shelves, catalog appliances, charging desk equipment, magazine holders, newspaper files, perforating machines, shelf labels and label holders. How far the scope of the exhibit can be thus extended is at this date uncertain and depends almost entirely on the co-operation received from librarians throughout the country. All who are interested in the success of the exhibit are therefore urged to send to the undersigned a note of all such equipment, which they think should be included, giving a brief description of the appliances they mention and the purpose they serve and also the name of the manufacturer. Wherever samples can be sent they will be very helpful.

The undersigned will be glad to hear also of any time-saving methods in general routine work which have been adopted in any library. The following examples may be cited to show the kind of time or labor-savers which we have in mind. One library uses Yawman-Erbe indicators in its record of outstanding orders for rush books and out of print books, and reports that it is a most effective follow-up system for this kind of work. An interesting method is reported of automatically indicating on the periodical check list what copies are not received on time. Another library takes the carbon copy of a letter written in reply to another on the back of the original letter instead of on a separate sheet. This eliminates to some extent the use of paper clips and prevents unnecessary accumulation in the files. In one library standardized "communication slips" are used for inter-departmental messages, to facilitate the handling of written communications which cannot be disposed of immediately. By combining the use of these slips with a well systematized messenger service much time formerly spent in personal visits to various departments is now saved.

It is felt that there must be, in the libraries of the country, a great many other time-saving methods, very simple in themselves but capable of effecting a great saving of odd moments. Such methods cannot well be exhibited, but it seems desirable, in connection with the display of mechanical devices, to collect information concerning all such time-savers in the mechanical, routine parts of library work, and to include mention of them in a written report on the exhibit. Obviously, such a report can be made worth while only by contributions from a large number of libraries. All librarians are therefore invited to send to the undersigned a statement of any time-saving methods which they consider worth passing on to others.

C. SEYMOUR THOMPSON,
Public Library, Washington, D. C.

PUBLICITY

The publicity committee of the A. L. A. (Messrs. F. C. Hicks, W. H. Kerr and G. F. Bowerman) are hard at work planning for wide publicity for the Washington conference and its program features. A practical newspaper publicity man has been engaged to work up articles for the press in advance of the conference and to devote his entire time to the Association work the week of the conference. Efforts will be made to secure papers and reports in advance of the meeting from all participants in the program and chairmen of committees. These will be duplicated and sent out either in whole or in abstract to the press to be released on the date of delivery. Librarians can help this publicity work by sending either to the Secretary of the Association or to George F. Bowerman, Public Library, Washington, any facts of news interest pertaining to library work.

Every librarian should personally interview the editor of his home city paper and urgently request that the paper's Washington correspondent be instructed to "cover" the A. L. A. Conference, May 25-29.

Washington will furnish exceptional opportunities for publicity. Every newspaper of consequence in the country has its representative in Washington who is instructed to "cover" all features of general interest at the national capital and this representative will report the A. L. A. conference to his home paper if he is instructed to do so.

See that he is instructed.

A LOBBY CONFERENCE

"One reason why so few cities have received formal reports from delegates to educational and other conventions is that **meetings** seem to count for less than **meeting**."

So says Dr. Allen, of the New York Bureau of Municipal Research, who then proceeds in a recent issue of his "Efficient Citizenship" leaflet to lay out a group of